

DIRECTOR OF CENTRAL INTELLIGENCE
Intelligence Information Handling Committee

IHC/MM 79-12
23 May 1979

MEMORANDUM FOR: IHC Members

STATINTL FROM:


Chairman, DCI Intelligence Information
Handling Committee

SUBJECT: Proposed Terms of Reference for an IHC
Bibliographic and Document Retrieval Study

Attached is a copy of a proposed terms of reference for an IHC study to review the CIA proposal to determine the feasibility and desirability of establishing a centralized Community bibliographic and document storage and retrieval system. After discussing the matter with proponents, and giving due consideration to comments which we received regarding the original proposal for a broad scale review, there appears to be a consensus that a more narrowly focused, shorter term study would produce tangible results much more quickly. If we can agree at the next meeting, I would like to suggest that we adopt the enclosed terms of reference so that we can take prompt action on the CIA proposal.

STATINTL

Attachment: a/s

IHC BIBLIOGRAPHIC & DOCUMENT RETRIEVAL STUDY
Proposed Terms of Reference

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1. An ad hoc working group to review the CIA proposal recommending a study of the feasibility and desirability of a centralized Intelligence Community Bibliographic and Document Retrieval System is to be established by the Chairman, Intelligence Information Handling Committee.

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2. The ad hoc working group will be chaired by a member of the IRO Staff with members from DIA, NSA, State and other Community members wishing to participate. CIA representatives will participate as required by the group.

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3. The D/IRO will support the working group with contractor personnel as required.

4. CIA/OCR representatives will make detailed presentations of the CIA proposal to representatives of the agencies desiring to participate in the Study along with contractor personnel.

5. Contractor personnel will then participate with Agency representatives in evaluating the CIA proposal in relation to their potential for satisfying existing and projected agency requirements and in relation to other existing agency and Community Systems. In the process the contractor shall identify and describe and cost any reasonable alternatives to the CIA proposals which other agencies or the contractor consider to be deserving of evaluation.

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6. Within 120 days, the contractor will prepare and furnish to the ad hoc working group a report setting forth the results of the evaluations of the CIA proposals and any proposed alternatives. Upon consideration of the report of the contractor, the ad hoc working group will report back to the IHC with its recommendations for further action to be taken in regard to the implementation of the CIA proposals and such proposed alternatives, if any, which they recommend.

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